

CHAPTER 4

POSITION CLASSIFICATION

Section 1. **Position Classification Plan.**

The Human Resources Division maintains the position classification plan. The plan shall cover all positions in the Executive Branch of State Government, except for the elected positions of Governor, Secretary of State, State Auditor, State Treasurer, Superintendent of Public Instruction, District Attorney, and positions within the University of Wyoming.

Section 2. **Class Specifications.**

(a) A class specification is a summary of the most important features of a class, including the duties and responsibilities, skill, effort and working conditions of the work performed. The task content of a class specification is not intended to be all inclusive, restrictive, or precisely descriptive of the duties and responsibilities of any particular position within the class.

(b) Preparation. The Human Resources Division shall prepare a class specification for each class established in the plan.

(c) Class Titles:

(i) The Human Resources Division shall designate an official title for each class in the plan. Only the Human Resources Division shall have authority to alter official class titles;

(ii) Official class titles shall be used in all personnel, payroll and budget correspondence, forms, reports, records and other documents involving personnel administration.

(d) Minimum Requirements. Class specifications shall include minimum requirements including the possession of licenses, certificates, training, experience, knowledge, skills, and abilities to perform the essential functions of the job; and other requirements, which are necessary preconditions to appointment to positions in the class.

(e) Related Tasks. Class specifications shall contain the statement "The listed duties are illustrative only and are not intended to describe every function which may be performed in the job class". Employees may be required to perform incidental tasks, which are not among the usual duties of positions in the class.

(f) Distribution and Inspection. Class specifications shall be posted on the Human Resources Division website.

Section 3. **Position Information.**

(a) Data Collection. The Human Resources Division has the responsibility and authority to obtain information necessary for use in position classification. The Human Resources Division shall use such methods as it determines to be appropriate. Collection of information may include the study of relationships with other positions, tasks performed in other positions, organizational structures, program goals, and other related factors.

(b) Management and Employee Responsibility. Agency management and employees shall cooperate with the Human Resources Division by providing access to work areas, making employees available, and by responding to requests for information.

Section 4. Position Classification.

(a) Classification Authority. The Human Resources Division has sole authority to classify and reclassify positions.

(b) Classification Factors:

(i) In classifying a position, the Human Resources Division shall consider factors such as formal training, experience, management control, supervisory skills, human relations skills, responsibility, accountability, problem solving, complexity, working conditions, and mental/visual demand.

(c) Unrelated factors. Classification shall not be based upon the individual characteristics and performance level of the employee occupying the position; or upon other information not pertinent to the position or classification.

Section 5. Classification System Maintenance.

(a) Audits and Studies. The Human Resources Division shall regularly conduct job audits and occupational studies for maintaining the integrity of the classification system.

(b) Classification Reviews:

(i) Basis for Review. The Human Resources Division shall review only the placement of a position within a specific class. Components of the classification plan cannot be reviewed. These include evaluation factors, grade assignment, and pay tables;

(ii) Agency Requirements. The agency shall submit a position for review when the core functions of the job have permanently changed. The agency shall submit the appropriate documentation as required by the Human Resources Division. The Human Resources Division shall review the request and notify the agency of its determination;

(A) The agency shall notify the employee of the classification determination within ten (10) days of receiving the determination from the Human Resources Division;

(iii) Employee Requests. Employees who believe that their positions have not been placed in the proper class may submit to their agency head a new job content questionnaire and a request for review. The request shall include the reasons why the re-evaluation is being requested. The agency head shall review the request and shall submit the appropriate documentation as required by the Human Resources Division for review to the Human Resources Division within ten (10) days of receipt. The Human Resources Division will review the request and notify the agency and employee of its determination;

(A) The agency shall notify the employee of the classification determination within ten (10) days of receiving the determination from the Human Resources Division;

(B) Classification Review Panel;

(I) If the employee does not agree with the initial determination by the Human Resources Division, the employee may submit a written request for reconsideration by the Classification Review Panel within thirty (30) days of the employee's notification. This panel comprised of the Director of the Department of Administration and Information, the Human Resources Administrator, the head of the Agency Services Unit, and the agency director or designee shall review the evaluation of the original request and any additional information provided by the employee and/or their

representative. The panel shall provide written notice of its final decision within sixty (60) days of receipt.

(c) **Reclassification:**

(i) If the Human Resources Division or the Classification Review Panel determines that a position is improperly classified, it shall be reclassified in accordance with the provisions of Section 4 of this chapter;

(ii) An employee occupying a reclassified position shall, when requested, submit to the Human Resources Division such information as necessary for evaluation of the employee's qualifications for the new classification. The Human Resources Division shall evaluate the employee's qualifications and provide written notification to the agency head or agency human resource office and the employee;

(iii) If an employee vacates a position because of inability to meet established minimum requirements for the new class, the following shall apply;

(A) If the employee is appointed to a different position in the previous class, it will be treated as a same grade reappointment;

(B) If the employee is reappointed to a position in a different class having the same or lower grade, it will be treated as an involuntary reappointment;

(C) If the employee is appointed to a position in a class having a higher grade, it will be treated as a promotion; or

(D) If the employee is separated from state service, it will be treated as a reduction in force.

Section 6. Effective Dates of Classification and Reclassification.

(a) **Unoccupied Position.** The classification of a new position or reclassification of a vacant position shall be effective on the date that written notification of the classification determination is provided to the agency head or agency human resource office.

(b) **Occupied Position.** If the incumbent employee meets the minimum requirements for the new class, the effective date of the reclassification shall be the first of the month following the date upon which the Human Resources Division has determined that the employee is qualified to remain in the position. If the incumbent does not meet minimum requirement for the new class, the effective date shall be the date that the employee vacates the position.